

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF JANUARY 7 – 11, 2013

MONDAY, JANUARY 7, 2013

*3:00 p.m.	Housing Authority – Special Meeting	Room 604, City Hall 100 N. Jefferson Street
*5:30 p.m.	Executive Committee	Room 200, Northern Building 305 E. Walnut Street

TUESDAY, JANUARY 8, 2013

*11:00 a.m.	Nicolet Federated Library System – Personnel Cmte.	NFLS, Third Floor, Library 515 Pine Street
*12:00 p.m.	Nicolet Federated Library System – Board of Directors	NFLS, Third Floor, Library 515 Pine Street
*3:30 p.m.	Professional Football Stadium District	MVP Box 4039, Lambeau Field 1265 Lombardi Avenue
*5:00 p.m.	Board of Health	2 nd Floor, Health Department 610 South Broadway

WEDNESDAY, JANUARY 9, 2013

*5:30 p.m.	Public Safety Committee – Postponed	Room 200, Northern Building 305 E. Walnut Street
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THURSDAY, JANUARY 10, 2013

*5:15 p.m.	Human Services Board	Board Rm A, Sophie Beaumont 111 N. Jefferson Street
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FRIDAY, JANUARY 11, 2013

(No Meetings)

**SPECIAL MEETING
AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, January 7, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301**

MEMBERS: Tom Diedrick—Chair, Rich Aicher—Vice-Chair, Ann Hartman, Sup. Andy Nicholson, vacancy

APPROVAL OF MINUTES:

1. Approval of the November 19, 2012, minutes of the Brown County Housing Authority
2. Approval of the minutes from the special November 30, 2012, meeting of the Brown County Housing Authority

COMMUNICATIONS:

3. Letter from Dept. of Housing and Urban Development dated November 13, 2012, regarding approval of BCHA's submission of FY 2013 Annual Plan
4. Letter from Dept. of Housing and Urban Development dated December 5, 2012, regarding FSS Reprocessing Notification
5. Letter from Cardinal Capital Management, Inc. dated December 10, 2012, regarding request for special exception to Project-Based Voucher subsidy standards

REPORTS:

None

OLD BUSINESS:

None

NEW BUSINESS:

6. Review and selection of proposal(s) for the Project-Based Voucher RFP
7. Discussion and possible action regarding Cardinal Capital Management, Inc.'s request for special exception to Project-Based Voucher subsidy standards
8. Review and possible approval of the preliminary BCHA budget for the 2013 calendar year, including review of investments

INFORMATIONAL:

BILLS:

None

FINANCIAL REPORT:

None

STAFF REPORT:

9. Death of Commissioner Darlene Hallet on December 28, 2012
10. Resignation of Senior Accountant Matt Schampers on January 2, 2013

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, Patrick Wetzel, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Monday, January 7, 2013

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of December 10, 2012.

Communications

1. Communication from Supervisor Steffen re: A budget development policy. *Referred from December County Board.*
2. Communication from Supervisor Hopp re: Request the monthly minutes of the Lean Steering Committee be entered into the record of the Executive Committee. *Held from December meeting.*
3. Communication from Supervisor Robinson re: Request that the County Board (1) hold a special visioning session or series of visioning sessions and (2) consider putting together a Master Plan to guide the work of County Government. *Held from August County Board.*
4. Communication from Supervisor Robinson re: That all Board Committee Budget Meetings have public comments as an agenda item starting in 2013. *Held from December meeting.*
5. Communication from Supervisor Robinson re: All Board Committees make an opportunity for public comment on issues not on the agenda a regular part of each meeting agenda, as the full Board agenda does. *Held from December meeting.*
6. Communication from Supervisor Robinson re: Clarification of RFP process and the Board's participation including 1) A written policy of when the Board has final approval of agreements through RFP process and 2) a policy that a resolution for approval of an RFP by the Board clearly indicates whether the awarding of the agreement comes back to the full Board for approval. *Held from December meeting.*
7. Communication from Supervisor Robinson re: That the County Board establish a policy stating a minimum fund balance for unrestricted funds in all enterprises and special funds, departments, etc. *Held from December meeting.*
8. Communication from Supervisor Moynihan re: Request approval of amending Brown County Code of Ordinances 2.13(5)(f) to delete "and discussion pertinent to the subject matter." *Held from December meeting.*
9. Communication from Supervisor Buckley re: Review what is the work week for the 24/7 Employees. *Held from December meeting.*

Legal Bills

10. Review and Possible Action on Legal Bills to be paid.

Reports

11. **County Executive Report.**

12. Internal Auditor Report.

- a) Budget Status Financial Report for November, 2012.
- b) 2012 Accomplishments.

Vacant Budgeted Positions (Request to Fill)

- 13. Clerk of Courts – Court Coordinator, Vacated on 01/02/13.
- 14. County Clerk – Deputy County Clerk, Vacated on 01/07/13.
- 15. Human Resources – Employee Service Manager, Vacated on 12/28/12.
- 16. Human Services – Behavioral Health Specialist (2 positions), Vacated on 08/29/12 and 10/09/12.
- 17. Human Services – Economic Support Specialist I (2 positions), Vacated on 01-02-13 and 01-09-13.
- 18. Human Services – Social Worker/Case Manager - Child Protection Intake/Ongoing. Vacated on 12-09-12.

Closed Session

- 19. Closed Session Pursuant to Wis. Stats. § 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Labor negotiations).

Other

- 20. Such other matters as authorized by law.
- 21. Adjourn

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the Board of Trustees, **Personnel Committee** of the Nicolet Federated Library System will be held **Tuesday January 8, 2013 at 11:00 a.m.**, at the **Nicolet Federated Library System**, 515 Pine Street, Third Floor, Green Bay, WI 54301.

Personnel Committee Members:

Miriam Erickson, Denise Bellmore, Sandy Ryczkowski, Chris Wagner, Cheryl Maxwell

Other members: Agenda, for your information.

AGENDA

1. November 28, 2012 minutes.
2. **CLOSED SESSION** - Under WI Statutes Section 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
3. Reconvene in open session pursuant to WI Statutes Section 19.85 (2).
4. Possible action from closed session.
5. Other Business.
6. Adjourn

Miriam Erickson, Chair
Personnel Committee

Attachments:

November 28, 2012 Minutes.

Notice is hereby given that action by the Committee may be taken on any of the items that are listed on the agenda.
Please call 448-4410 if you cannot attend this meeting.

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, notice is hereby given to the public that a meeting of the NFLS Board of Directors will be held **Tuesday, January 8, 2013 at 12 Noon**, at the Nicolet Federated Library System, Third Floor, 515 Pine St., Green Bay, WI 54301.

AGENDA

1. Welcome & Lunch.
2. Agenda Revisions.
3. Open Forum.
4. December 4, 2012 minutes.
5. Reports:
 - 5.1 President – Denise Bellmore
 - 5.2 Treasurer – Marsha Hoeffs
 - 5.3 Personnel – Miriam Erickson
 - 5.4 OWLSnet – Gerri Moeller
 - 5.5 Director – Mark Merrifield
 - 5.6 Nominating – Bob Entringer
6. Election of Officers – 2013.
Vice President/President Elect – 2 year term
Treasurer, 1 year term
Secretary, 1-year term
Member-at-Large, 1 year term
7. Annual Agreement with Resource Library – 2013.
8. Update on System Consolidation.
9. Projects and Priorities for 2013.
10. **CLOSED SESSION** - Under WI Statutes Section 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
11. Reconvene in open session pursuant to WI Statutes Section 19.85 (2).
12. Possible action from closed session.
13. New business.
14. Adjourn.

Notice is hereby given that action by the board may be taken on any of the items that are described or listed in this agenda.
Please call 920 448-4410 if you cannot attend this meeting.

Any person wishing to attend who requires special accommodation because of disability should contact NFLS at 920 448-4410 at least two days prior to the meeting so that arrangements can be made.

Attachments:

Minutes 12/04/12 - Director's Report – Oct. Financial Statement - 2013 Resource Library Agreement - Advisory Mtg Notes 12/05/12

**GREEN BAY/BROWN COUNTY
PROFESSIONAL FOOTBALL STADIUM DISTRICT
AGENDA**

TUESDAY, JANUARY 8, 2013

3:30 P.M.

1265 LOMBARDI AVENUE
LAMBEAU FIELD ATRIUM - MVP BOX 4039
TAKE ESCALATOR TO FOURTH LEVEL

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve/Modify Agenda
5. Team Informational Presentation:
 - a. Area Development Plans
 - b. Proposed Atrium Renovations
6. Other Matters Authorized by Law
7. Motion to Adjourn

Any person wishing to attend who, because of a disability, requires special accommodations should contact Diane Roskom at (920) 965-6997 so arrangements can be made.

**BROWN COUNTY BOARD OF HEALTH
TUESDAY, January 08, 2013
5:00 PM**

Brown County Health Department (BCHD)
610 South Broadway Street
Second Floor Conference Room
Green Bay, WI 54303

AGENDA

1. Call to Order and Introductions
2. Approval / Modification of the Agenda
3. Approval of Minutes of November 13, 2012
4. Discussion re Odor Ordinance Enforcement
5. Odor Complaints
6. Wind Turbine Issue Updates
7. Low Frequency Noise Ordinance Research Update
8. Correspondence Received
9. Director's Report
10. All Other Business Authorized by Law
11. Adjournment / Next Meeting February 12, 2013

Please RSVP attendance to Juli Gray at 448-6405 no later than 4:30 PM Friday, January 4, 2013. Thank-you!

Notice is hereby given that action by this board may be taken on any of the items which are described or listed in this agenda.

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Brian Shoup, Executive Director

MEETING OF THE HUMAN SERVICES BOARD

Thursday, January 10, 2013

**SOPHIE BEAUMONT BUILDING, BOARD ROOM A
111 NORTH JEFFERSON, GREEN BAY, WI 54311**

5:15 P.M.

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of December 13, 2012 Human Services Board Meeting.
4. Executive Director's Report.
5. Strategy for Decreasing Prescriber Wait Time for Adult Mental Health Clinic.
6. Proposed Policy Development Issues for 2013.
7. Financial Report for Community Treatment Center and Community Programs.
8. *Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child/Abuse/Neglect Report.
 - d. Monthly Contract Update.
9. Other Matters.
10. Adjourn Business Meeting.

**Note: attached as written reports*

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.


Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.




JANUARY 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 <i>County Board Office Closed</i>	2	3 Ed & Rec 5:30 pm <i>Cancelled</i>	4	5
6	7 Executive Cmte 5:30 pm	8	9 Public Safety 5:30 pm Postponed	10	11	12
13	14	15 Vets Recognition Subcommittee 5:00 pm	16 Board of Supervisors 7:00 pm	17 Facility Masterplan Subcmte 5:00 pm	18	19
20	21  Martin Luther King Jr. Day	22	23 Human Services 6:00 pm	24 Administration Cmte 5:00 pm	25	26
27	28 Land Con 6 pm PD&T 6:30 pm	29 Crim. Justice Coord. Board 3:30 pm	30	31		

FEBRUARY 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Public Safety 5:30 pm	7 Ed & Rec 5:30 pm	8	9
10	11 Exec Cmte 5:30 pm	12	13	14 	15	16
17	18	19 Veterans Recognition Subcmte 5:00 pm	20 Board of Supervisors 7:00 pm	21 Facility Masterplan Subcmte 5:15 pm	22	23
24	25 Land Con 6:00 pm PD&T 6:30 pm	26 Criminal Justice Coordinating Board 3:30 pm	27 Human Services 6:00 pm	28 Administration Cmte 5:00 pm		

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center (December 13, 2012)
- Human Services Board (December 13, 2012)
- Revolving Loan Fund Committee (May 8, 2012)
- Veterans' Recognition Subcommittee (December 18, 2012)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

December 13, 2012

3

PRESENT: Beth Relich, Pat Finder-Stone, Tom Diedrick, Joan Swigert, Bill Clancy, Pat Hickey, Marvin Rucker, Donajane Brasch, Keith Pamperin, Barbara Robinson, Steve Daniels, Lisa Van Donsel, Libbie Miller

EXCUSED:

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Andrea Maloney, Mary Schlautman, Sandy Groeschel, Diana Brown

Chairperson Diedrick called the meeting to order at 8:34 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: Introductions were made by those present. Ms. Schlautman introduced Ms. Maloney, the newest member of our Information & Assistance Department. Ms. Maloney stated that she is coming to the ADRC from the Kewaunee County Human Services where she was employed as a Benefit Specialist in their Aging Unit. She is a graduate of UW Green Bay, has been married for 9 years, has 3 children, and enjoys outdoor activities.

ADOPTION OF AGENDA: A motion was made by Mr. Pamperin and seconded by Ms. Van Donsel to adopt the December 13, 2012 agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 25, 2012:

Ms. Christianson noted that Ms. Brasch's name was listed twice and Ms. Miller's name was omitted from those present at the October meeting.

Ms. Miller moved and Ms. Brasch seconded to approve the minutes of the regular meeting of September 27, 2012 with the above noted correction. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF THE OCTOBER-NOVEMBER 2012 FINANCE REPORT:

Ms. Bowers began by clarifying that the finance report being reviewed today is strictly an October report, not a combined October-November report. The overall revenue and expenses are consistent with the 2012 budget. She emphasized that the bottom line on page 6 reports that we have a revenue surplus with is due in part to receiving full funding of County Levy (Line 4100 General Property Taxes) and Specialized Transportation Grant (Line 4302. TRANS State Grant Transportation s.85.21); however, program expenses incurred over the next 2 months will level off that surplus.

Ms. Bowers noted that we anticipate capturing additional Medical Assistance Funds due to clarifications in time reporting and other opportunities through state initiatives.

Our 2012 Nutrition Program Budget was based on serving 161,525 meals at \$3.67 cost per meal with the actual food service contract being awarded after the 2012 Budget process at \$2.95 per meal. Ms. Bowers explained that in the donation area funding is based on the number of meals served. While the estimated Meal Program Revenue shortfall is \$9,233, the estimated Food Service savings is \$166,460, leaving us with a \$157,227 positive effect on our budget. Ms. Bowers explained that the excess revenue is a one-time occurrence due to the cost savings related to the meals. It is anticipated that the funds will be used for maintenance,

repairs and improvements for the building as well as reserve in the net assets to ensure operations continue should there be a gap in federal or state revenue streams.

Mr. Pamperin moved and Ms. Hickey seconded to approve the October 2012 Finance Report.
MOTION CARRIED.

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Ms. Bowers explained the Donations Memorial/Restricted Report to board members and they reviewed the restricted donations received in October: \$200 from Libbie Miller for the Falls Prevention Program and \$50 from Chuck Hastert for the Fishing Club

Ms. Hickey moved and Ms. Brasch seconded to approve the Restricted Donations. **MOTION CARRIED.**

85.21 APPLICATION/PLAN APPROVAL: Ms. Schlautman reported that she has been preparing, for submission to the Wisconsin Department of Transportation, the annual application for financial assistance under section s.85.21 of the Wisconsin Statutes in compliance with the requirements issued by that department and authorizing the annual obligation of county funds in the amounts needed to provide the required annual matching amounts.

The Allocation Methodology for 2012 used to determine the current allocation is based upon the most recent relevant census and statistical data and projections Bureau and the Wisconsin Department of Administration form the basis of county allocations. Each county is allocated a share of the annual state 85.21 appropriation in proportion to its share of the total statewide population of elderly persons and persons with disabilities based on three types of data: total county population estimates, elderly persons (age 65 and over) population estimates, and persons with disabilities population estimates excluding persons with disabilities who are age 65 or over, so that they are not double-counted. Brown County's allocation for 2012 is \$509,466 in state assistance under section 85.21 of Wisconsin Statutes to provide specialized transportation services for the elderly and person with a disability. The County has assured that a minimum of \$101,893 in local funds have been included in its adopted 2012 county budget and will be available as the share required to match the 85.21 grant.

Ms. Schlautman explained that meetings with current contracted transportation service providers were held to seek their input and to discuss the current level of service of each program, their current fleet of vehicles, projections for needed or replacement vehicles, and efficiencies to maximize state and federal funding opportunities. Through these discussions we found efficiencies in the planned purchase of a needed accessible van replacement for Brown County Human Services. Through discussion and collaboration with the American Red Cross and Brown County Human Services, American Red Cross will apply for an additional vehicle with 5310 grant funds in 2013 and will contract with Brown County Human Services for use of the vehicle. This collaboration results in Brown County Human Services paying only the match amount rather than the full purchase price for the replacement vehicle.

In 2013 the ADRC will contract with the same providers as in 2012: American Red Cross Northeast Chapter, N.E.W. Curative, Brown County Human Services, the Salvation Army, Oneida Elder Services. Additionally, some funds will be used to provide service through the ADRC Rural Driver Escort Program, which we hope to expand. The ADRC held a public hearing on November 14th to procure consumer concerns. The unmet needs continue to be: Evenings, Sundays and rural transportation for social trips, church trips, and employment that ends later in the evening.

Ms. Schlautman concluded by stating that the 85.21 is a supplement transportation program serving older and disabled persons. Each county uses the funds as a means of support to fill gaps, not to duplicate. Grant funds will never meet all the transportation needs in the county; but through partnership and coordination with public, private and human services agencies, we will continue to look for efficiencies in the transportation programs to work toward meeting these needs.

Mr. Diedrick noted that with the recent news of the state contracted MA transportation provider, Logisticare, ending their contract with the state in February 2013, we need to be community

advocates. The Department of Human Services is looking at restructuring this program possibly to a regional model instead of a state-wide model. He stated that timing is very important and urged board members to write to their legislators now.

Mr. Pamperin moved and Ms. Relich seconded to approve the 85.21 Application/Plan. **MOTION CARRIED.**

SANDY GROESCHEL 2012 REVIEW OF ARAMARK PROGRAM: Ms. Groeschel recapped for board members the details of her Nutrition Report back in May of 2012 when she came to them with reports of Aramark, our Home Delivered Meal Program Supplier, sending moldy buns, outdated milk and being inconsistent with delivery times. She was pleased to report that since that time, Aramark has made many changes, held their staff more accountable, and the quality of their meals has improved tremendously. Ms. Groeschel stated that she still has to keep on top of things; however, overall, the menus have been updated with some new dishes, meals are appetizing, and consumers are happier.

Ms. Groeschel also reviewed with board members the Spring and Fall 2012 Surveys of the Homebound Meal Program and the Congregate Meal Program included in the board packet. She noted that in Spring of 2012, 48 to 60% of those in the Congregate and Homebound Meal Programs said the meals always or usually taste good while in Fall of 2012 73-77% said the meals always or usually taste good.

A. NUTRITION DONATION LETTER – HDM, CONGREGATE:

Ms. Groeschel reviewed the Nutrition Congregate Donation Statement Niatx Project implemented in June, 2012. The process incorporated mailing out a letter (a copy was included in the board packet) explaining that donations are an essential part of the Aging & Disability Resource Center's budget, stating a suggested donation for the number of meals received and letting participants know that congregate donations are appreciated. Keeping in compliance with the Older American's Act a donation box is also available at each site providing another option for donating.

In addition, a coupon for a complimentary meal was also placed in the AddLIFE News in an effort to increase participation. We are tracking when consumers eat and when they return. The baseline average donation when the project began was \$1.09 per meal. Since June donations have increased to \$2.11 in September and so far this project has been a great success. Hopefully, we will eventually be able to carry this practice into our rural areas.

PERSONNEL COMMITTEE REPORT: Mr. Diedrick reported that the Personnel & Policy Committee called a meeting the end of November for the purpose of conducting the evaluation of the ADRC Director, Ms. Christianson. Ms. Christianson put together her goals for the year and completed the agency's evaluation report. It was the consensus of the committee that Ms. Christianson encouraged staff development by empowering her staff to take on more responsibilities. The ADRC of Brown County is respected throughout the state as a growing staff which is an excellent reflection on this agency. During the past 9 months Ms. Christianson has dealt with contracts and the collaboration of other agencies, along with major changes in the Accounting Department, and staying on top of the Aramark issues in a timely manner.

Mr. Diedrick stated that it is the Personnel & Policy Committee's belief that Ms. Christianson successfully completed her performance measures and it is their recommendation that the full board approve her increase in salary by \$5,000 as outlined at the time of hire.

A motion was made by Ms. Finder-Stone and seconded by Mr. Pamperin to approve Ms. Christianson's increase in salary by \$5,000. **MOTION CARRIED.**

CONTRACT POLICY AND PROCEDURE: Ms. Giesen explained that in April the county revised their Contract Management Policy which impacted how the Aging & Disability Resource Center manages our contracts. The purpose of a Contract Management Policy is to assure contracts are administered in a consistent manner that affords protection for the ADRC and Brown County. Therefore, we also

revised our procedure for Inbound and Outbound Contracts. An Inbound Contract is any contract, whether funds are involved or not, that is developed and executed by an outside party that requires acceptance and signature from the ADRC. An Outbound Contract is any contract, whether funds are involved or not, that is developed and executed by the ADRC and requires acceptance and signature from an outside party.

Although the ADRC is a private non-profit with a governing board who has the authority to enter into a contractual agreement, we are covered under Brown County's liability insurance; and therefore, contract language is reviewed by Risk Management and Corporation Counsel. The county has also given the ADRC our own intranet page which is connected to the county intranet making it possible for the county to view policies or other information posted on that page at any time. Once contracts are approved by Risk Management and Corporation Counsel, they will be forwarded to the ADRC Director and Board Chair for approval and execution.

Ms. Van Donsel moved and Mr. Daniels seconded to approve the presented ADRC Policies and Procedures for Contract Management. **MOTION CARRIED.**

BOARD MEMBER RECOGNITION: EXITING MEMBERS: Mr. Diedrick acknowledged the 2 exiting board members, Ms. Finder-Stone and Ms. Miller. Ms. Finder-Stone has completed 2 terms on the ADRC Board and has been our legislative advocate working with CWAG (Coalition of Wisconsin Aging Groups). Ms. Finder-Stone stated she enjoyed being a part of this group and the commendable work that is being done.

Ms. Miller has not only been active on the ADRC Board, but has also been involved with the *Stepping On* Program, Parkinson's, and has done so much in the area of Prevention. Ms. Miller was pleased to be a part of the ADRC Board and marveled at the dedication of the ADRC Staff.

Mr. Diedrick thanked Ms. Finder-Stone and Ms. Miller for their commitment and Mr. Pamperin encouraged them not to be a stranger to the ADRC.

FAMILY CARE UPDATE: An Advocacy Alert for Older Americans Act Program Funding and Family Care Expansion, along with a copy of a letter to Governor Walker urging him to continue long-term care, were distributed as Mr. Diedrick reported that the NEW Family Care Grant has been extended until December 31, 2012. The expansion of Family Care is not in the budget and he urged those present to get in touch with our legislators now. Some of the talking points Mr. Diedrick suggested were: advocacy, cost effectiveness, what has been proven already, and the importance of Family Care to us and people with disabilities.

DIRECTOR'S REPORT: Ms. Christianson reported on the following:

- A. **SHOW YEAR END VIDEO:** Since ADRC Staff and Board Members were invited to a Holiday Appreciation Breakfast following this meeting, Ms. Christianson shared with those present a short video of the lighter side of the ADRC Staff for 2012.
- B. **ADDLIFE NEWS REPORT:** Ms. Christianson recalled for board members that a little more than a year ago we restructured our *AddLIFE News* newsletter going with an outside publication agency to not only print the newsletter, but also be in charge of soliciting advertisers. In making this change we would also be entitled to participate in profit sharing. Ms. Christianson then turned the floor over to Ms. Westphal to explain the project further.

Ms. Westphal went on to explain that she and Ms. Black had decided to look into the benefits of sending the newsletter to an outside publishing company for printing in order to save some wear and tear on our copy machine as well as the cost of paper. After doing so we found a company out of New Berlin, WI, Liturgical Publications (LPi), who would be able to do our offsite printing. Ms. Westphal reported that the advantages of working through LPi include producing a more professional looking newsletter, producing in color, saving wear and tear on our copy machine, savings on paper costs, LPi takes care of all the advertising, distributing 3500 copies per month compared to 1700, being able to offer the *AddLIFE News* free of charge at various distribution sites (subscriptions are still available to be mailed for \$10/year), and

receiving a percentage of the profits over a fixed amount of which \$3,549 was the ADRC's share for 2012.

Ms. Christianson commended Ms. Westphal & Ms. Black for all of their efforts in pursuing this project.

LEGISLATIVE UPDATES: Mr. Diedrick strongly urged board members to write their legislators (in separate letters) regarding restructuring the state contracted MA Transportation Program to a regional model as well as the importance of Family Care Expansion.

ANNOUNCEMENTS: Mr. Diedrick directed board member's attention to the calendar of scheduled Board of Director's Meetings for 2013 included in the board packet. Ms. Christianson specifically noted that several of the meetings throughout the year have been scheduled at locations other than the ADRC. She anticipated having this calendar of slated dates and locations at the beginning of the year might make scheduling a little easier for board members.

NEXT MEETING DATE – JANUARY 31, 2012: Ms. Christianson noted that the next meeting is scheduled for January 31, 2013, not the 4th, but the 5th Thursday in January.

ADJOURN: Ms. Van Donsel moved and Ms. Miller seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:08 a.m.

Respectfully submitted,

Arlene Westphal, Secretary



ADRC SUMMARY REPORT

Fiscal Year to Date 10/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 900 - ADRC											
Department 093 - ADRC											
4100	REVENUE										
	General Property Taxes	890,149.00	.00	890,149.00	.00	.00	890,150.00	(1.00)	100	936,797.00	
4301	Federal Grant										
4301.OPC	Federal Grant Options Counseling	13,276.00	.00	13,276.00	.00	.00	13,276.00	.00	100	.00	.00
4301.IIIB	Federal Grant Title IIIB	165,489.00	.00	165,489.00	3,555.00	.00	155,262.00	10,227.00	94	165,191.00	
4301.IIID	Federal Grant Title III-D	11,887.00	.00	11,887.00	133.00	.00	11,029.00	858.00	93	11,920.00	
4301.IIIE	Federal Grant Title III-E	80,493.00	.00	80,493.00	3,351.00	.00	77,136.00	3,357.00	96	80,394.00	
4301.IIMIS	Federal Grant MMIS	.00	.00	.00	.00	.00	.00	.00	+++	6,600.00	
4301.NSIP	Federal Grant Nutrition Service Incentive Prog	79,079.00	.00	79,079.00	9,778.00	.00	69,123.00	9,956.00	87	88,367.20	
4301.SHIP	Federal Grant State Health Insurance Program	3,800.00	.00	3,800.00	.00	.00	3,800.00	.00	100	.00	.00
4301.EBSMA	Federal Grant Elderly Benefits Specialist MA	25,000.00	.00	25,000.00	4,029.00	.00	54,736.00	(29,736.00)	219	23,732.00	
4301.IIIC1	Federal Grant Title III-C-1	374,204.00	.00	374,204.00	52,010.00	.00	345,030.00	29,174.00	92	374,323.00	
4301.IIIC2	Federal Grant Title III-C-2	128,221.00	.00	128,221.00	5,195.00	.00	129,731.00	(1,510.00)	101	128,052.00	
4301.MIPPA	Federal Grant Medicare Improvement for Patient	12,000.00	.00	12,000.00	.00	.00	14,937.00	(2,937.00)	124	17,600.00	
4301.ADRDMA	Federal Grant ADRC - NA	762,916.00	.00	762,916.00	69,475.00	.00	672,370.00	90,546.00	88	654,206.00	
	4301 - Federal Grant Totals	\$1,656,365.00	\$0.00	\$1,656,365.00	\$147,526.00	\$0.00	\$1,546,430.00	\$109,935.00	93%	\$1,550,385.20	
4302	State Grant										
4302	State Grant	.00	.00	.00	.00	.00	1,489.32	(1,489.32)	+++	.00	.00
4302.EBS	State Grant Elderly Benefits Specialist	33,438.00	.00	33,438.00	.00	.00	33,438.00	.00	100	33,437.00	
4302.MED	State Grant Medicare Part D	15,223.00	.00	15,223.00	.00	.00	13,112.00	2,111.00	86	15,223.00	
4302.SCS	State Grant Senior Community Services	12,709.00	.00	12,709.00	1,059.00	.00	12,709.00	.00	100	12,709.00	
4302.ADRG	State Grant ADRC Grant	1,377,498.00	.00	1,377,498.00	45,529.00	.00	1,262,343.00	115,155.00	92	1,349,066.00	
4302.FALL	State Grant Falls Prevention	.00	.00	.00	.00	.00	12,439.00	(12,439.00)	+++	1,435.96	
4302.AFCSP	State Grant Alzheimers Family and Caregiver	84,590.00	.00	84,590.00	2,300.00	.00	79,841.00	4,749.00	94	84,590.00	
4302.TRANS	State Grant Transportation s.85.21	474,781.00	.00	474,781.00	.00	.00	476,570.00	(1,789.00)	100	474,781.00	
4302.COPHDM	State Grant Home Delivered Meals	63,432.00	.00	63,432.00	5,873.85	.00	55,483.23	7,948.77	87	58,159.08	
	4302 - State Grant Totals	\$2,061,671.00	\$0.00	\$2,061,671.00	\$54,761.85	\$0.00	\$1,947,424.55	\$114,246.45	94%	\$2,029,401.04	
4600	Charges and Fees										
4600.100	Charges and Fees Caregiver Classes	.00	.00	.00	95.00	.00	95.00	(95.00)	+++	100.00	
4600.200	Charges and Fees Senior Classes	18,000.00	.00	18,000.00	79.00	.00	5,024.35	12,975.65	28	6,786.13	
4600.210	Charges and Fees Day Trips	.00	.00	.00	117.00	.00	10,071.00	(10,071.00)	+++	7,424.00	
4600.230	Charges and Fees Exercise Room	.00	.00	.00	21.00	.00	201.11	(201.11)	+++	264.22	
4600.240	Charges and Fees Advertising	.00	.00	.00	.00	.00	.00	.00	+++	1,430.03	
4600.250	Charges and Fees Newsletter	.00	.00	.00	340.00	.00	2,960.00	(2,960.00)	+++	3,094.00	
4600.500	Charges and Fees Prevention	8,569.00	.00	8,569.00	640.00	.00	3,605.99	4,963.01	42	3,444.40	
4600.600	Charges and Fees Driver Escort	3,000.00	.00	3,000.00	144.00	.00	1,081.00	1,919.00	36	2,506.50	
4600.610	Charges and Fees In-home Worker	.00	.00	.00	84.00	.00	689.00	(689.00)	+++	456.00	
4600.700	Charges and Fees Community Service	3,500.00	.00	3,500.00	140.00	.00	12,287.50	(8,787.50)	351	5,352.50	
	4600 - Charges and Fees Totals	\$33,069.00	\$0.00	\$33,069.00	\$1,660.00	\$0.00	\$36,014.95	(\$2,945.95)	109%	\$30,857.78	



ADRC SUMMARY REPORT

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Include Rollup Account and Rollup to Account

Brown County
Aging & Disability Resource Center

Account	Account Description	Fund	900 - ADRC	Department	093 - ADRC	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
REVENUE															
4601 Sales															
4601	Sales	.00	.00	.00	.00	.00	.00	.00	30.00	.00	.00	385.00	(385.00)	+++	270.00
4601.300	Sales Vending	.00	.00	.00	.00	.00	.00	.00	49.80	.00	.00	942.31	(942.31)	+++	525.88
4601.500	Sales Serogy's	.00	.00	.00	.00	.00	.00	.00	58.50	.00	.00	261.00	(261.00)	+++	433.95
4601.800	Sales Raffle	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	12.00	(12.00)	+++	103.00
4601 - Sales Totals															
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$138.30	\$0.00	\$0.00	\$1,600.31	(\$1,600.31)	+++	\$1,332.83
4900 Miscellaneous															
4900	Miscellaneous	4,500.00	.00	4,500.00	.00	4,500.00	.00	4,500.00	80.27	.00	.00	156.50	4,343.50	3	1,778.47
4900.100	Miscellaneous Soda/Recycled Paper	4,500.00	.00	4,500.00	.00	4,500.00	.00	4,500.00	174.85	.00	.00	880.55	3,619.45	20	1,323.75
4900.200	Miscellaneous Copy Machine	.00	.00	.00	.00	.00	.00	.00	14.90	.00	.00	21.40	(21.40)	+++	96.15
4900.300	Miscellaneous Parking Revenue	.00	.00	.00	.00	.00	.00	.00	15.00	.00	.00	150.00	(150.00)	+++	.00
4900.400	Miscellaneous Obligated	.00	.00	.00	.00	.00	.00	.00	260.00	.00	.00	600.00	(600.00)	+++	.00
4900 - Miscellaneous Totals															
		\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00	\$545.02	\$0.00	\$0.00	\$1,808.45	\$7,191.55	20%	\$3,198.37
4901 Donations															
4901	Donations	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	2,166.00
4901.100	Donations General	.00	.00	.00	.00	.00	.00	.00	342.25	.00	.00	2,239.25	(2,239.25)	+++	1,662.00
4901.110	Donations Memorial/Restricted	.00	.00	.00	.00	.00	.00	.00	250.00	.00	.00	5,845.00	(5,845.00)	+++	600.00
4901.200	Donations Coffee	.00	.00	.00	.00	.00	.00	.00	78.16	.00	.00	771.83	(771.83)	+++	522.92
4901.300	Donations Housing Units	.00	.00	.00	.00	.00	.00	.00	1,876.21	.00	.00	8,278.38	(8,278.38)	+++	12,409.62
4901.310	Donations Participants-Congregate Meals	119,301.00	.00	119,301.00	.00	119,301.00	.00	119,301.00	2,767.25	.00	.00	30,454.60	88,846.40	26	34,133.80
4901.330	Donations Building	2,000.00	.00	2,000.00	.00	2,000.00	.00	2,000.00	401.92	.00	.00	2,551.22	(551.22)	128	1,360.00
4901.410	Donations Medical Equipment	.00	.00	.00	.00	.00	.00	.00	245.00	.00	.00	1,927.88	(1,927.88)	+++	436.00
4901.520	Donations Home Delivered Meals	164,751.00	.00	164,751.00	.00	164,751.00	.00	164,751.00	18,518.35	.00	.00	190,284.24	(25,533.24)	115	207,220.83
4901 - Donations Totals															
		\$286,052.00	\$0.00	\$286,052.00	\$0.00	\$286,052.00	\$0.00	\$286,052.00	\$24,479.14	\$0.00	\$0.00	\$242,352.40	\$43,699.60	85%	\$260,511.17
4903 In-Kind Services															
4903	In-kind Services	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	44,761.43	(44,761.43)	+++	68,349.96
4903.IIIB	In-kind Services In-kind Services III-B	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	54,698.28	(54,698.28)	+++	95,687.72
4903.IIIC1	In-kind Services III-C-1 Cong	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	70,351.61	(70,351.61)	+++	81,511.75
4903.IIIC2	In-kind Services III-C-2	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6,717.81	(6,717.81)	+++	14,499.07
4903.IIIEC	In-kind Services III-E-Chore	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	16,391.41	(16,391.41)	+++	35,377.73
4903.IIIEH	In-kind Services III-E Homemaker	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,761.96	(3,761.96)	+++	8,119.48
4903.IIIEP	In-kind Services III-E Personal Care	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,556.69	(1,556.69)	+++	3,114.22
4903 - In-kind Services Totals															
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196,682.50	(\$196,682.50)	+++	\$303,545.71
4905	Interest	3,000.00	.00	3,000.00	.00	3,000.00	.00	3,000.00	101.43	.00	.00	1,443.31	1,556.69	48	3,114.22
REVENUE TOTALS															
		\$4,939,306.00	\$0.00	\$4,939,306.00	\$0.00	\$4,939,306.00	\$0.00	\$4,939,306.00	\$229,211.74	\$0.00	\$0.00	\$4,863,906.47	\$75,399.53	98%	\$5,119,143.32
EXPENSE															
5100	Regular Earnings	1,964,061.00	2,837.00	1,966,898.00	2,837.00	1,966,898.00	2,837.00	1,966,898.00	136,811.81	.00	.00	1,339,053.53	627,844.47	68	1,543,339.47



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Account Fund	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	% used/ Rec'd	Prior Year YTD
093 - ADRC										
EXPENSE										
5102 Paid Leave Earnings										
5102	Paid Leave Earnings	.00	.00	.00	10,299.73	.00	171,201.60	(171,201.60)	+++	.00
5102.100	Paid Leave Earnings Reimbursement	.00	.00	.00	.00	.00	(3,484.51)	3,484.51	+++	.00
5102 - Paid Leave Earnings Totals		\$0.00	\$0.00	\$0.00	\$10,299.73	\$0.00	\$167,717.09	(\$167,717.09)	+++	\$0.00
5103	Premium	.00	.00	.00	.00	.00	672.01	(672.01)	+++	.00
5110 Fringe Benefits										
5110.100	Fringe Benefits FICA	134,136.00	873.00	135,009.00	10,246.68	.00	105,531.51	29,477.49	78	120,803.37
5110.110	Fringe Benefits Unemployment Compensation	.00	6,308.00	6,308.00	158.07	.00	11,854.49	(5,546.49)	188	.00
5110.200	Fringe Benefits Health Insurance	456,752.00	.00	456,752.00	35,445.62	.00	352,052.02	104,699.98	77	328,995.30
5110.210	Fringe Benefits Dental Insurance	34,989.00	.00	34,989.00	2,861.78	.00	28,366.99	6,622.01	81	26,295.20
5110.215	Fringe Benefits Vision	4,287.00	.00	4,287.00	.00	.00	.00	4,287.00	0	(5.89)
5110.220	Fringe Benefits Life Insurance	1,830.00	.00	1,830.00	55.34	.00	575.50	1,254.50	31	2,608.90
5110.230	Fringe Benefits LT disability insurance	6,607.00	.00	6,607.00	576.15	.00	5,450.22	1,156.78	82	5,678.71
5110.300	Fringe Benefits Retirement	146,981.00	913.00	147,894.00	11,057.29	.00	107,393.42	40,500.58	73	108,315.13
5110 - Fringe Benefits Totals		\$785,582.00	\$8,094.00	\$793,676.00	\$60,400.93	\$0.00	\$611,224.15	\$182,451.85	77%	\$592,690.72
5300 Supplies										
5300	Supplies	2,930.00	2,000.00	4,930.00	47.13	.00	6,195.67	(1,265.67)	126	3,125.81
5300.001	Supplies Office	16,000.00	.00	16,000.00	.00	.00	9,194.73	6,805.27	57	11,097.72
5300.002	Supplies Kitchen	30,310.00	.00	30,310.00	5,060.24	.00	24,628.01	5,681.99	81	18,389.31
5300.004	Supplies Postage	19,380.00	.00	19,380.00	30.70	.00	13,435.09	5,944.91	69	14,564.72
5300.100	Supplies Caregiver	.00	3,446.00	3,446.00	500.00	.00	500.00	2,946.00	15	478.76
5300.200	Supplies Program Operations	18,000.00	(3,000.00)	15,000.00	496.53	.00	6,853.96	8,146.04	46	1,866.94
5300.400	Supplies Equipment	.00	.00	.00	.00	.00	24.98	(24.98)	+++	21.95
5300.410	Supplies Medical Equipment	.00	.00	.00	.00	.00	3,591.10	(3,591.10)	+++	.00
5300.500	Supplies Seroogys	.00	.00	.00	.00	.00	288.00	(288.00)	+++	288.00
5300.510	Supplies Prevention	.00	.00	.00	11.42	.00	159.08	(159.08)	+++	.00
5300.600	Supplies Obligated	.00	.00	.00	.00	.00	2,436.95	(2,436.95)	+++	.00
5300 - Supplies Totals		\$86,620.00	\$2,446.00	\$89,066.00	\$6,146.02	\$0.00	\$67,307.57	\$21,758.43	76%	\$49,833.21
5304	Printing	3,053.00	.00	3,053.00	159.60	.00	3,424.60	(371.60)	112	3,656.80
5305	Dues and Memberships	2,747.00	.00	2,747.00	75.00	.00	1,050.00	1,697.00	38	1,775.00
5306 Maintenance Agreement										
5306	Maintenance Agreement	.00	4,592.00	4,592.00	.00	.00	4,168.58	423.42	91	5,436.84
5306.100	Maintenance Agreement Software	16,787.00	1,008.00	17,795.00	285.46	.00	16,324.10	1,470.90	92	19,438.97
5306 - Maintenance Agreement Totals		\$16,787.00	\$5,600.00	\$22,387.00	\$285.46	\$0.00	\$20,492.68	\$1,894.32	92%	\$24,875.81
5307 Repairs and Maintenance										
5307.300	Repairs and Maintenance Buildings	18,662.00	.00	18,662.00	(931.65)	.00	20,073.08	(1,411.08)	108	421,873.03
5307.301	Repairs and Maintenance Atrium	.00	.00	.00	130.22	.00	1,497.20	(1,497.20)	+++	1,171.98
5307.400	Repairs and Maintenance Equipment	17,115.00	(12,600.00)	4,515.00	440.97	.00	1,444.58	3,070.42	32	1,105.33



ADRC SUMMARY REPORT

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Brown County
Aging & Disability Resource Center

Account Fund	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	% used/ Rec'd	Prior Year YTD
900 - ADRC										
Department	093 - ADRC									
	EXPENSE									
5307	Repairs and Maintenance									
5307.900	Repairs and Maintenance Board Approved									
	5307 - Repairs and Maintenance Totals	.00	8,672.00	8,672.00	3,795.24	.00	12,844.08	(4,172.08)	148	.00
5311	Marketing	\$35,777.00	(\$3,928.00)	\$31,849.00	\$3,434.78	\$0.00	\$35,858.94	(\$4,009.94)	113%	\$424,150.34
5313	Recruitment	2,000.00	.00	2,000.00	193.55	.00	1,426.00	574.00	71	1,352.00
5314	Background Check	2,000.00	.00	2,000.00	.00	.00	702.35	1,297.65	35	617.59
5320	Rental	.00	.00	.00	.00	.00	160.00	(160.00)	+++	400.00
5330	Books, Periodicals, subscriptions	12,240.00	.00	12,240.00	1,378.00	.00	9,412.00	2,828.00	77	10,036.00
5331	Newsletter	3,000.00	.00	3,000.00	841.95	.00	2,153.29	846.71	72	5,311.85
5340	Travel	3,000.00	.00	3,000.00	.00	.00	10.00	2,990.00	0	72.01
5341	Training	8,715.00	.00	8,715.00	621.29	.00	6,118.35	2,596.65	70	6,274.54
5341	Training									
5341	Training	12,035.00	.00	12,035.00	1,541.87	.00	6,358.71	5,676.29	53	7,851.23
5341.100	Training Caregiver	.00	.00	.00	.00	.00	30.00	(30.00)	+++	.00
	5341 - Training Totals	\$12,035.00	\$0.00	\$12,035.00	\$1,541.87	\$0.00	\$6,388.71	\$5,646.29	53%	\$7,851.23
5342	Conference	.00	.00	.00	.00	.00	65.00	(65.00)	+++	254.00
5366	Volunteer Expense									
5366	Volunteer Expense	2,000.00	.00	2,000.00	.00	.00	1,196.07	803.93	60	519.88
5366.110	Volunteer Expense Mileage	31,264.00	.00	31,264.00	3,061.13	.00	25,195.78	6,068.22	81	25,932.18
	5366 - Volunteer Expense Totals	\$33,264.00	\$0.00	\$33,264.00	\$3,061.13	\$0.00	\$26,391.85	\$6,872.15	79%	\$26,452.06
5367	Wellness	.00	.00	.00	.00	.00	305.00	(305.00)	+++	514.54
5368	Support Group									
5368.100	Support Group Caregiver	.00	.00	.00	.00	.00	.00	.00	+++	78.43
	5368 - Support Group Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$78.43
5369	Community Service									
5369.300	Community Service Incentive	.00	.00	.00	.00	.00	1,200.00	(1,200.00)	+++	1,200.00
	5369 - Community Service Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	(\$1,200.00)	+++	\$1,200.00
5390	Miscellaneous									
5390	Miscellaneous	9,700.00	.00	9,700.00	173.92	.00	973.92	8,726.08	10	1,131.55
5390.100	Miscellaneous Soda	.00	.00	.00	108.00	.00	1,103.00	(1,103.00)	+++	756.80
5390.200	Miscellaneous Coffee	.00	.00	.00	124.76	.00	2,491.92	(2,491.92)	+++	2,071.36
5390.300	Miscellaneous Vending	.00	.00	.00	21.54	.00	407.10	(407.10)	+++	262.20
5390.400	Miscellaneous Training	.00	.00	.00	531.00	.00	531.00	(531.00)	+++	1,292.97
	5390 - Miscellaneous Totals	\$9,700.00	\$0.00	\$9,700.00	\$959.22	\$0.00	\$5,506.94	\$4,193.06	57%	\$5,514.88
5392	Service Fees	4,500.00	.00	4,500.00	225.41	.00	3,335.29	1,164.71	74	3,381.44
5395	Equipment - nonoutlay									
5395	Equipment - nonoutlay	7,500.00	.00	7,500.00	.00	.00	622.51	6,877.49	8	5,764.12
5395.410	Equipment - nonoutlay Medical	.00	.00	.00	254.80	.00	24.90	(24.90)	+++	2,912.18
5395.420	Equipment - nonoutlay Technology	5,303.00	.00	5,303.00	.00	.00	3,348.58	1,954.42	63	280.00



ADRC SUMMARY REPORT

Fiscal Year to Date 10/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
900 - ADRC											
Department 093 - ADRC											
EXPENSE											
5395 - Equipment - nonoutlay											
5395.900	Equipment - nonoutlay Board Approved										
5395 - Equipment - nonoutlay Totals											
			\$12,803.00	\$8,769.00	\$21,572.00	\$254.80	\$0.00	\$13,609.09	(844.10)	63%	\$134,966.42
5410 - Insurance											
5410.105	Insurance Volunteer		3,600.00	.00	3,600.00	.00	.00	2,085.30	1,514.70	58	2,242.90
5410.110	Insurance 331 S Adams		.00	.00	.00	.00	.00	1,288.00	(1,288.00)	+++	.00
5410.115	Insurance 403 (B) Liability		.00	.00	.00	.00	.00	166.67	(166.67)	+++	.00
5410 - Insurance Totals											
			\$3,600.00	\$0.00	\$3,600.00	\$0.00	\$0.00	\$3,539.97	\$60.03	98%	\$2,242.90
5500 - Utilities											
5500	Utilities		36,472.00	.00	36,472.00	1,554.05	.00	20,894.06	15,577.94	57	23,317.08
5505	Telephone		4,150.00	.00	4,150.00	137.31	.00	2,123.08	2,026.92	51	1,512.92
5600	Indirect Cost		95,831.00	.00	95,831.00	.00	.00	95,828.00	3.00	100	123,864.00
5601 - County Services											
5601.100	County Services Information Services		134,871.00	.00	134,871.00	.00	.00	134,866.00	5.00	100	130,233.50
5601.200	County Services Insurance		11,529.00	.00	11,529.00	.00	.00	11,534.00	(5.00)	100	9,017.50
5601.500	County Services Facilities		17,147.00	.00	17,147.00	.00	.00	17,150.00	(3.00)	100	15,000.00
5601 - County Services Totals											
			\$163,547.00	\$0.00	\$163,547.00	\$0.00	\$0.00	\$163,550.00	(\$3.00)	100%	\$154,251.00
5700 - Contracted Services											
5700	Contracted Services		26,793.00	(26,793.00)	.00	.00	.00	.00	.00	+++	.00
5700.080	Contracted Services Temp Agencies		.00	.00	.00	.00	.00	4,461.60	(4,461.60)	+++	.00
5700.100	Contracted Services Curative Site Manager		.00	26,793.00	26,793.00	2,455.00	.00	24,550.00	2,243.00	92	24,550.00
5700.110	Contracted Services DePere Site Manager		28,716.00	.00	28,716.00	7,289.87	.00	24,061.12	4,654.88	84	15,131.46
5700.200	Contracted Services Senior Aide		7,500.00	.00	7,500.00	.00	.00	5,571.00	1,929.00	74	5,400.00
5700.210	Contracted Services Day Trips		.00	.00	.00	114.00	.00	5,750.13	(5,750.13)	+++	7,347.28
5700.300	Contracted Services Veterans Programming		7,000.00	.00	7,000.00	419.86	.00	2,437.45	4,562.55	35	4,758.33
5700.400	Contracted Services MIPPA		.00	.00	.00	.00	.00	1,957.73	(1,957.73)	+++	5,036.51
5700.410	Contracted Services SHIP		3,800.00	.00	3,800.00	.00	.00	3,800.00	.00	0	.00
5700.500	Contracted Services Falls Prevention		.00	.00	.00	90.00	.00	1,672.19	(1,672.19)	+++	18,715.94
5700.600	Contracted Services Older Americans Program		357,614.00	11,928.00	369,542.00	30,370.00	.00	303,700.00	65,842.00	82	303,700.00
5700.700	Contracted Services Options Counseling		13,276.00	.00	13,276.00	.00	.00	3,110.84	10,165.16	23	1,277.71
5700 - Contracted Services Totals											
			\$444,699.00	\$11,928.00	\$456,627.00	\$40,738.73	\$0.00	\$377,272.06	\$79,354.94	83%	\$385,917.23
5701 - Transportation											
5701	Transportation Management		.00	.00	.00	69.51	.00	284.93	(284.93)	+++	572.46
5701.001	Transportation Red Cross		307,021.00	.00	307,021.00	25,585.00	.00	255,850.00	51,171.00	83	253,600.00
5701.100	Transportation Curative		190,593.00	(11,928.00)	178,665.00	15,091.00	.00	150,910.00	27,755.00	84	150,910.00
5701.200	Transportation Dept of Human Services		61,551.00	.00	61,551.00	.00	.00	29,454.00	32,097.00	48	21,972.00
5701.300	Transportation Salvation Army		9,900.00	.00	9,900.00	.00	.00	9,900.00	.00	100	8,638.83
5701.500	Transportation Driver Escort		12,000.00	.00	12,000.00	133.33	.00	3,438.74	8,561.26	29	7,353.50
5701.600	Transportation Oneida		3,600.00	.00	3,600.00	900.00	.00	3,600.00	.00	100	3,600.00



ADRC SUMMARY REPORT


Fiscal Year to Date 10/31/12
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 900 - ADRC											
Department 093 - ADRC											
EXPENSE											
5701 - Transportation Totals											
5714	Accounting and Auditing	\$584,665.00	(\$11,928.00)	\$572,737.00	\$41,778.84	\$0.00	\$453,437.67	\$119,299.33	79%		\$446,646.79
5725	Food Service	9,400.00	.00	9,400.00	.00	.00	9,163.50	236.50	97		9,050.00
5751	Administrative Fees	592,800.00	.00	592,800.00	38,292.68	.00	348,032.60	244,767.40	59		464,876.30
5751.001	Administrative Fees Miscellaneous	1,258.00	.00	1,258.00	131.00	.00	1,308.52	(50.52)	104		675.00
5751 - Administrative Fees Totals											
		\$1,258.00	\$0.00	\$1,258.00	\$131.00	\$0.00	\$1,308.52	(\$50.52)	104%		\$675.00
5784	Interpreter Services	3,000.00	.00	3,000.00	90.00	.00	706.36	2,293.64	24		1,425.60
5803 - Donated Items											
5803.100	Donated Items Personnel	.00	.00	.00	.00	.00	13,604.50	(13,604.50)	+++		23,364.68
5803.110	Donated Items Mileage	.00	.00	.00	.00	.00	5,534.30	(5,534.30)	+++		8,871.33
5803.300	Donated Items Rent	.00	.00	.00	.00	.00	10,500.00	(10,500.00)	+++		10,500.00
5803.500	Donated Items Nutrition Congregate	.00	.00	.00	.00	.00	45,891.83	(45,891.83)	+++		77,268.94
5803.510	Donated Items Nutrition HDM	.00	.00	.00	.00	.00	63,123.76	(63,123.76)	+++		85,227.20
5803.700	Donated Items Title III-E	.00	.00	.00	.00	.00	26,871.18	(26,871.18)	+++		57,996.28
5803.900	Donated Items Other	.00	.00	.00	.00	.00	31,156.93	(31,156.93)	+++		40,317.28
5803 - Donated Items Totals											
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196,682.50	(\$196,682.50)	+++		\$303,545.71
5850	Contribution	2,000.00	.00	2,000.00	108.11	.00	1,301.95	698.05	65		929.67
5905	Lease Payments	.00	7,000.00	7,000.00	1,166.00	.00	5,830.00	1,170.00	83		3,688.00
EXPENSE TOTALS											
		\$4,939,306.00	\$30,818.00	\$4,970,124.00	\$350,687.27	\$0.00	\$4,003,254.71	\$966,869.29	81%		\$4,775,496.84
Department 093 - ADRC Totals											
		\$0.00	(\$30,818.00)	(\$30,818.00)	(\$121,475.53)	\$0.00	\$860,651.76	(\$891,469.76)	-2793%		\$343,646.48
Fund 900 - ADRC Totals											
		4,939,306.00	.00	4,939,306.00	229,211.74	.00	4,863,906.47	75,399.53	98		5,119,143.32
REVENUE TOTALS											
		4,939,306.00	30,818.00	4,970,124.00	350,687.27	.00	4,003,254.71	966,869.29	81		4,775,496.84
EXPENSE TOTALS											
		\$0.00	(\$30,818.00)	(\$30,818.00)	(\$121,475.53)	\$0.00	\$860,651.76	(\$891,469.76)			\$343,646.48
Fund 900 - ADRC Totals											
		4,939,306.00	.00	4,939,306.00	229,211.74	.00	4,863,906.47	75,399.53	98		5,119,143.32
REVENUE TOTALS											
		4,939,306.00	30,818.00	4,970,124.00	350,687.27	.00	4,003,254.71	966,869.29	81		4,775,496.84
EXPENSE TOTALS											
		\$0.00	(\$30,818.00)	(\$30,818.00)	(\$121,475.53)	\$0.00	\$860,651.76	(\$891,469.76)			\$343,646.48
Grand Totals											
		4,939,306.00	.00	4,939,306.00	229,211.74	.00	4,863,906.47	75,399.53	98		5,119,143.32
REVENUE TOTALS											
		4,939,306.00	30,818.00	4,970,124.00	350,687.27	.00	4,003,254.71	966,869.29	81		4,775,496.84
EXPENSE TOTALS											
		\$0.00	(\$30,818.00)	(\$30,818.00)	(\$121,475.53)	\$0.00	\$860,651.76	(\$891,469.76)			\$343,646.48

1

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, December 13, 2012 in Room 365 of the Community Treatment Center – 3150 Gershwin Drive, Green Bay, WI



Present: Chairman Tom Lund
Craig Huxford, Helen Smits, Carole Andrews, Bill Clancy, Susan Hyland,
Paula Laundrie

Excused: JoAnn Grashberger

Also

Present: Brian Shoup, Executive Director
Jeremy Kral, Director of Community Programs
Tim Schmitt, Finance Manager
Jim Hermans, Child Protection/Juvenile Justice Manager

1. **Call Meeting to Order:**
The meeting was called to order by Chair Tom Lund at 5:15 pm.
2. **Approve/Modify Agenda:**
ANDREWS/SMITS moved to approve the agenda.
The motion was passed unanimously.
3. **Approve Minutes of October 11, 2012 Human Services Board Meeting:**
HYLAND/ANDREWS moved to approve the minutes dated October 11, 2012.
The motion was passed unanimously.
4. **Executive Director's Report**

Brian Shoup, Executive Director, gave his director's report.

Child Abuse/Neglect Summit

- A Child Abuse/Neglect Summit is being held at University of Wisconsin-Green Bay on Friday, December 14th. It will involve close to 100 people representing law enforcement, our agency, United Way, social agencies, school districts and healthcare.
- This Summit followed our approach of United Way earlier in the year to partner up and advance the cause of prevention. Jim Hermans and his leadership team have been working with United Way to plan this, holding 16 meetings. This will be a working session, not a media event.
- We are looking forward to the results of the Summit, although it is just a start. A task force is being formed consisting of some ambassadors which will be the beginning of a formal community effort to tackle this issue.

CMS Ruling

- The Center for Medicare & Medicaid Services (CMS) during a recent survey of the Community Treatment Center has determined that the Nicolet Psychiatric Hospital may no longer provide detoxification services for persons who do not also have a major psychiatric disorder, other than alcohol abuse. The CTC must correct its admission criteria or risk losing Medicaid & Medicare reimbursement.
- We have EM1 Committee meetings every two months which includes individuals from law enforcement, health care, crisis center and our staff. This ruling was the single agenda item discussed at the last meeting. Jeremy Kral provided leadership on the issue during the meeting. Law enforcement is concerned due to alcohol holds.

Q: Chairman Lund asked if we are able to use the jail for alcohol holds.

A: Kral answered that statute states that in order for a police custody alcohol hold to occur, a crime must not have been committed. Since many of these situations do involve a crime (i.e. disorderly conduct), the jail will end up with increased numbers. Kral added that other alternatives include a residential intoxication monitoring service at our crisis diversion facility and bringing an exceptionally incapacitated individual to the hospital.

Q: Chairman Lund asked how many holds we have following a Packers game.

A: Shoup stated the numbers can spike after a game and on weekends. That is more of the acute intoxication cases. Those situations should be dealt with in our social setting detox program at the diversion facility. Law enforcement has been uncomfortable with that since it is not a locked facility. Most other counties use social setting detox.

Citizen Board Member Paula Laundrie entered at 5:30 p.m.

- Shoup stated that one of the difficulties arises when we have an individual who is intoxicated and suicidal. In such a situation, we cannot assess them to determine if they have an accompanying psychiatric problem until they are sober. CMS's position appears to require a psychiatric diagnosis at time of admission. Both ethical standards as well as state statute will not allow us to deny admission to someone who is believed to be at risk of harming himself/herself. Thus, CTC will not turn away suicidal patients. We are appealing this ruling to our US Senatorial Delegation.

Q: Chairman Lund asked why substance abuse isn't considered a mental health issue.

A: Shoup stated that documents on CMS's own website refer to alcoholism as a psychiatric condition, which would seem to contradict its current position. Shoup has been talking with Congressional contacts, including Senator Baldwin's office.

Q: Citizen Board Member Huxford asked if we had recently worked out a process with the Sheriff's department in reference to emergency holds.

A: Shoup stated that we did hold a LEAN kaizen event to streamline the Emergency Detention process. The CMS ruling relates to a different matter.

Meeting with Governor's Staff

- Executive Streckenbach led a delegation consisting of Brent Miller, Maria Lasecki and Shoup to Madison to meet with the governor's staff regarding the 2013-15 biennium budget. The two issues Shoup addressed were the proposed anti-fraud initiative pilot and Family Care.
- For Family Care, Shoup asked the governor for four things:
 1. We want clear direction as to if Family Care is going to expand and when.
 2. If Family Care *does* expand, we do not want to transition into Family Care earlier than the 4th quarter of 2014.
 3. We need to negotiate the amount of maintenance of effort levy dollars required of Brown County.
 4. We need relief from implementing third party administration for CIP & COP in the same year (2014) that we would be transitioning to Family Care.
- Kral added that the reason for the third party administrator is that the current waiver negotiated through CMS expires the end of 2013.

Q: Citizen Board Member Smits asked if we would have any influence on which company would provide third party administration.

A: Shoup stated we will not but the company will most likely be WPS.

Energy Assistance Program

- Shoup stated that we are currently in transition to take over the Energy Assistance program. The Economic Support unit has been training its staff and will take over responsibility on January 1, 2013.

LAUNDRIE/SMITS moved to receive and place on file.
Motion was carried unanimously.

5. Report on Child and Adolescent Behavioral Unit.

- Jim Hermans stated that we have a new unit put together that started with the hiring of Dr. Althea Noukki, Clinical Director of our Child and Adolescent Behavioral Health (BH) Unit. We also have captured three another individuals that were working in this type of work to form the core of this new unit. We are moving three positions from the Juvenile Justice unit in order to complete the 7 person unit. This team is going to help us with a portion of our child protective service population and the juvenile justice group, along with adhering to obligations in Chapter 51.
- Hermans stated we are going to form two teams within the BH unit. This work is very intensive and requires a lot of support within to provide the seamless service. The most difficult case situations are dealt with in this unit and there needs to be enough intensity to fit the needs of the families. Lighter cases are directed more towards other places in the community. We want to step up where no one else can and our two teams will be trained in best practice for these situations.
- Hermans stated the unit is focusing on a family-based approach which includes strengthening the family system, providing safety, diverting them from formal court, reducing the risk of harm and trying to prevent the break-up of that family. In order to accomplish this, we have to be strong as a team, have 24/7 capacity and to provide a sustainable plan. He stated that with the outpatient clinic license that was

received, we are trying to capture revenue in order to support those efforts. The supervisors across units meet on a regular basis to make sure to work together on cases.

Citizen Board Member Smits stated that she likes the team concept and it is useful when dealing with the tough cases to prevent burn out.

Chairman Lund stated that it's better for clients to have interaction with more people instead of relying on just one.

- Shoup added that Dr. Noukki has experience in forensic work and her background is a good fit for Child Protection and Juvenile Justice work.
- Kral thanked Hermans for his work on the unit and stated he is pleased with the development. Hermans stated this has been a great opportunity and having administrative support has been crucial.

Chairman Lund stated he has seen more innovation over the years with less top-down thinking. We bring forth solutions using people working directly in the situations.

- Shoup added that the advocacy has been measurable. In the 2012 budget, Human Services were able to save 1.8 million dollars in levy and for 2013 we saved another 1.1 million dollars.

CLANCY/HUXFORD moved to receive and place on file.
Motion was carried unanimously.

6. Financial Report

- Schmitt reported financials through October. For Community Programs we are showing a surplus of 3.4 million dollars year to date. This is primarily due to lower costs for out of home placements and savings in our long term care units. For the Community Treatment Center, we are showing an unfavorable deficit of \$434,901 as a result of lower revenues due to a lower number of hospital inpatient stays and lower private pay revenues in our nursing home.

ANDREWS/HYLAND moved to receive and place on file.
Motion was carried unanimously

7. Statistical Reports:

Please refer to the packet which includes this information.

8. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

9. Request for New Vendor Contract:

Please refer to the packet which includes this information.

10. Other Matters:

Next Meeting: Thursday, January 10, 2013

5:15 p.m. – Board Room A, Brown County Human Services

11. Adjourn Business Meeting:

ANDREWS/HYLAND moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:10 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary

8

MINUTES
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Tuesday, May 8, 2012
Northern Building
305 E. Walnut Street, Conference Room 200
Green Bay, WI 54301
3:30 p.m.



ROLL CALL:

Robert Patrickus	<u>X</u>	Ron Van Straten, Chair	<u>X</u>
Lynn VandenLangenberg	<u>X</u>		

OTHERS PRESENT: Chuck Lamine, Kristen Hooker, Fred Monique, Jessica Beckendorf, Guy Smith, and Michael Heisman.

R. Van Straten called the meeting to order at 3:30 p.m.

ORDER OF BUSINESS:

1. Approval of the minutes of the February 29, 2012, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by R. Patrickus, seconded by L. VandenLangenberg, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from MetJet, Inc.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by L. VandenLangenberg, seconded by R. Patrickus, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of reviewing a loan request from MetJet, Inc. Motion carried unanimously.

A motion was made by R. Patrickus, seconded by L. VandenLangenberg, to return to open session. Motion carried unanimously.

A motion was made by L. VandenLangenberg, seconded by R. Patrickus, to affirm the previous loan approval to MetJet, Inc. for a \$100,000 loan at 4% interest with a loan repayment term of seven years. Security will be in the form of a General Business Security Agreement, perfected by a UCC filing on all business assets of the Company, the anticipated release of proceeds from a CD following the six-month probationary period in which the County will be first in line to receive a payment, in addition to a life insurance policy on Michael J. Heisman and personal guarantee of Michael J. Heisman. Motion carried unanimously.

3. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request for Stonehill Converting, LLC.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by L. VandenLangenberg, seconded by R. Patrickus, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of reviewing a loan request for Stonehill Converting, LLC. Motion carried unanimously.

A motion was made by L. VandenLangenberg, seconded by R. Patrickus, to return to open session. Motion carried unanimously.

A motion was made by L. VandenLangenberg, seconded by R. Patrickus, to not approve the loan application of Stonehill Converting, LLC at this time due to insufficient funds being available in the Revolving Loan Fund and until additional clarification of loan application information can be provided. Motion carried unanimously.

4. Pursuant to Wisconsin Statute 19.85(1)(g), the Brown County Revolving Loan Fund Committee will convene in Executive Session to confer with legal counsel regarding litigation with Raven Manufacturing, LLC.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by R. Patrickus, seconded by L. VandenLangenberg, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(g) to confer with legal counsel regarding litigation with Raven Manufacturing, LLC. Motion carried unanimously.

A motion was made by R. Patrickus, seconded by L. VandenLangenberg, to return to open session. Motion carried unanimously.

A motion was made by R. Patrickus, seconded by L. VandenLangenberg, for legal counsel to continue collection action on the loan to Raven Manufacturing, LLC. Motion carried unanimously.

5. Pursuant to Wisconsin Statute 19.85(1)(g), the Brown County Revolving Loan Fund Committee will convene in Executive Session to confer with legal counsel regarding loan repayment status and possible litigation with Ashwaubenon Creek, LLC d.b.a. the SC Grand.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by R. Patrickus, seconded by L. VandenLangenberg, to pursue contracted legal counsel to enforce collection action on the loan to Ashwaubenon Creek, LLC d.b.a. the SC Grand. Motion carried unanimously.

6. Adjourn.

A motion was made by R. Patrickus, seconded by L. VandenLangenberg, to adjourn. Motion carried unanimously. The meeting adjourned at 4:45 p.m.

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, December 18, 2012 at 5:00 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Bernie Erickson, Jim Haskins, Duane Pierce, Sherry Steenbock, Jerry Polus, Rosemary Desisles, John Walschinski, Joe Witkowski, Carl Soderberg, Mike Egan

****Running Total of Veterans' Certificates: 1407**

1. Call Meeting to Order.

The meeting was called to order by Chairman Bernie Erickson at 5:00 p.m.

2. Invocation by Jim Haskins.

3. Approve/Modify Agenda.

A MOTION WAS MADE BY SHERRY STEENBOCK, SECONDED BY DUANE PIERCE TO APPROVE THE AGENDA. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

4. Approve/Modify Minutes of November 20, 2012.

A MOTION WAS MADE BY JIM HASKINS, SECONDED BY ROSEMARY DESISLES TO APPROVE THE MINUTES. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

5. Mike Egan – President MOAA – Community Blueprint Project.

Mike Egan, President of the local MOAA Chapter, gave a presentation regarding the Community Blueprint Project. A copy of the Power Point is attached. A question and answer session followed the presentation.

6. Brown County Fair – 2013 Veterans' Appreciation Day Discussion.

CVSO Jerry Polus stated this was put on the agenda so the date for the 2013 Veterans' Appreciation Day at the Fair can be ascertained. He felt it may be appropriate to call Ron Van Dyck from the Fair to establish the date so that plans can be made and entertainment can be booked. This will be discussed further at the next meeting of this Subcommittee.

Chair Erickson felt that the tent event held in 2012 was very successful and the same format could be used again in 2013. Pierce also stated that he heard very positive comments about the format for the event and further indicated that the Desert Vets indicated they would like to be included in the tent next year. Pierce also stated that Rolling Thunder would like to do their table ceremony again.

7. Report from CVSO Jerry Polus.

Polus reported on Veterans' Court and stated the program is highly active and there are currently 10 participants with another six pending. He also stated that the Veterans' Court team will be attending a week long training session in Buffalo, New York next year funded by a grant. Polus stated that Buffalo is recognized as one of three major veterans' treatment courts in the US and Brown County has been selected as one of 30 groups who have a Court to participate in the training program. Polus reminded the Subcommittee that court is held on Friday afternoons at 3:00 p.m. before Judge Kelley.

8. Report from Committee Members Present.

-Bernie Erickson stated that on December 19 the County Board will vote on the sale of the property adjacent to the old Mental Health Center to a group that plans on building a 52 unit veterans complex. The details of this are nearly finalized and Erickson felt the sale should pass the County Board with no problems. Construction would take place in the spring and should take about a year to complete. This complex will be located across the street from the new Veterans' Clinic. The facility will be supervised and Erickson felt it was a good fit for the property and the community

Erickson also had pictures to share of the Veterans' Museum in Hermansville, Michigan that he referred to at the last meeting.

-Jim Haskins stated that with a lot of hard work and perseverance Channel 5 finally gave the Subcommittee some recognition by attending the last meeting. Channel 5 also interviewed Jim Haskins by the Veterans' Memorial near the Arena on November 11 about Veterans Day Off With Pay. Haskins also stated that he went to the Channel 5 studio recently and was interviewed about the veterans housing complex project that Erickson spoke of earlier.

Haskins also reported on the Veterans Day Off With Pay proposal and stated that he had spoken with Senator Dave Hansen recently and he then received a letter from Senator Hansen which Haskins read to the Subcommittee. Hansen's letter indicated that he planned to reintroduce the legislation when the session reconvenes in January and the letter went on to state that Hansen appreciated Haskins' work on this issue.

Finally, Haskins read an article to the Subcommittee on the Veterans in Piping program. Under this program unions help veterans train for high paying welding jobs.

-Duane Pierce wished the Subcommittee a Merry Christmas and Happy New Year. He also indicated that the New England Patriots is the first NFL team who has designated a POW chair in their stadium. He stated that several other teams have discussed doing this also.

-Sherry Steenbock indicated that there were no new certificates this month. She also asked Carl Soderberg, Field Representative from Reid Ribble's office, if he could do anything to help get the Veterans Day Off With Pay proposal passed, but Soderberg stated that although Ribble would be in favor of this, he would probably not want to "step on the turf" of Senator Hansen.

-John Walschinski also wished the group a Merry Christmas and Happy New Year.

9. Such Other Matters as Authorized by Law.

Bernie Erickson wished the Subcommittee a Merry Christmas and Happy New Year.

10. Adjourn.

A MOTION WAS MADE BY JIM HASKINS, SECONDED BY DUANE PIERCE TO ADJOURN AT 6:01 P.M. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio, Recording Secretary